

SJF MOBILE PHONE POLICY

Mission Statement – Learning together as a community in Christ.

This policy should be read in conjunction with the Behaviour for learning policy, e-Safety policy and Acceptable use policy.

Introduction

Mobile phones are now a feature of modern society and most of our pupils own one. We understand that for safety reasons most pupils will carry a mobile phone in order to contact parents/guardians before or after school. However, the increasing sophistication of mobile technology presents a number of issues for schools:

- The high value of many smart phones
- The integration of cameras into phones and Wifi capability leading to potential Child Protection and Data protection issues
- The potential to use the mobile phone e.g. for texting whilst on silent mode
- Cyber-bullying

Note: The term mobile phone in this policy denotes mobile phones, all other handheld electronic devices (except calculators) and wearable technology including Smart watches.

The use of mobile phones by pupils in school and on the school site is strictly forbidden.

Pupils are permitted to bring mobile phones to school, but they must not use them in school and should be switched off and kept out of sight at all times during the school day, including break and lunchtimes. Phones must not be seen or heard. In exceptional circumstances, a pupil may, under the strict supervision of a member of staff, be allowed to switch their phone on to retrieve a contact number.

The misuse of a mobile phone will be dealt with using the same principles set out in the school's behaviour policy, with the response being proportionate to the severity of the misuse.

Dealing with breaches of the guidelines

- Any pupil found to be using a mobile phone during the school day will be asked to turn it off. It will then be confiscated by the member of staff and stored securely in the Main Office.
- The mobile phone will be confiscated for 24 hours. If, however, the phone is confiscated on a Friday, it may only be collected at 3pm the following Monday.
- The pupil's parent/guardian will be informed that the mobile phone has been confiscated via a letter and text from the school. The pupil will be issued with a letter to take home.
- Parents/guardians may collect the mobile phone following confiscation after 24 hours by arranging to collect it from the Main Office.
- If a parent/guardian is unable to collect the phone after 24 hours, the pupil will be allowed to collect it from the Main Office at the end of the school day.
- The pupil will receive a 1 hour Year detention, issued by their Head of Year.
- Any pupil found to be using their mobile phone on a second occasion will be issued with a 1 hour School detention to be served after school on a Friday. The pupil will then be monitored on Red Report for at least 5 school days.
- Any pupil found to persistently infringe this mobile phone policy and use their phone repeatedly in school will be issued with a more serious sanction, such as Remove, by HOY/SLT and may be monitored on report for a period of time. The school would insist that the phone either remain at home or be handed into the school office each morning before school.
- If a pupil refuses to hand over a mobile phone when requested to do so the matter will be referred to a member of the Senior Leadership Team and the refusal will be treated as a matter of defiance. In this case an appropriate sanction will be issued and could lead to internal exclusion (Remove) or even a fixed term exclusion.
- In the case of a serious incident regarding inappropriate use of a mobile phone, the pupil will either not be allowed to bring their phone into school, or must leave it in the Main Office at the start of the school day and collect it after school.

- Pupils will NOT usually be allowed to regain a confiscated mobile phone simply via a telephone call from a parent/guardian to the school.
- The school reserves the right to examine the contents of a mobile phone where it is deemed necessary. This will be done in the presence of the pupil and will be carried out by a member of the Senior Leadership Team. The head teacher has a legal right to search a mobile phone where he/she has reasonable grounds to do so.

Unacceptable use

- Mobile phones should not be used to tell the time.
- Mobile phones must not be used under any circumstances to take a photograph of another pupil or member of staff. Any pupil found to be in breach of this rule should expect a serious sanction given by a member of the Senior Leadership Team.
- Mobile phones must not be used to bully, harass or intimidate pupils or staff by the use of text, email or social media. If this were to happen, the school would treat it very seriously and the perpetrator should expect a fixed term exclusion.
- ***Mobile phones must not be used at any time in school to contact parents/guardians or for parents/guardians to contact pupils regarding illness or any other school related issue, for example a detention.*** If any pupil is ill, trained staff will, as always, use their professional judgement to determine whether it is appropriate to contact parents/guardians. In all other instances of a pupil wanting access to a telephone, this will be granted if permission is given by a senior member of staff. Pupils must, in the first instance, speak to their Form Tutor and/or HOY regarding any school related issues during school hours.
- Mobile phones must not, under any circumstances, be taken into examinations in accordance with the exam board regulations. All breaches of this rule will be reported to the relevant examinations authority.
- Pupils are allowed to use their phone to contact home relating to safety/transport or for personal reasons following an after-school activity such as drama rehearsal, music or sporting activity. In this instance, staff should allow pupils to use their phone on the school site where appropriate.
- In an emergency, parents/guardians should contact reception and a message will be relayed promptly. Contact via mobile phone in these circumstances is not appropriate.

Responsibility for the mobile phone rests with the pupil and the school will accept no financial responsibility whatsoever for loss, damage or theft. It is the responsibility of parents/guardians to ensure mobile phones are properly insured.

Use of mobile phones on school trips

Pupils are allowed to take and use mobile phones on school excursions, however they must follow the rules laid down by the supervising staff on the trip. Parents/guardians will be informed of staff expectations with regard to appropriate mobile phone use before the school excursion.

GUIDELINE ON THE USE OF MOBILE PHONES FOR STAFF

- Staff use of mobile phones during their working school day should be discreet and appropriate e.g. not in the presence of pupils.
- Mobile phones should be switched off and left in a safe place during lesson times.
- Staff should never contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- With regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

This guidance should be seen as a safeguard for members of staff and the school.

Review

The policy will be reviewed annually by the school and discussed with the appropriate sub-committee of the Governing Body.

The policy was agreed: April 2016

Review date: April 2017